CRS User Guide

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Getting Started
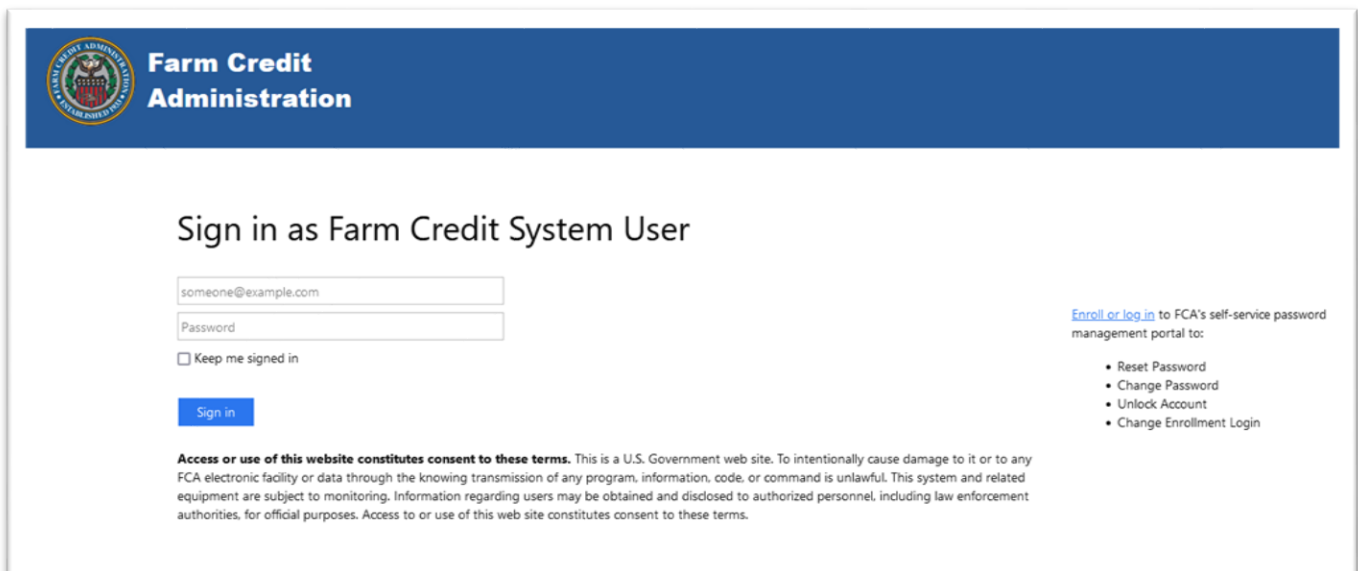
> ⓘ **If you have any questions or need assistance, contact [CRSHelp@FCA.GOV.](mailto:CRSHelp@FCA.GOV)**

1. Visit the CRS Application by selecting the URL: https://crs.fca.gov/CallReport
2. If you are prompted to select your organization, Select Farm Credit System Institution. Farm Credit Institution testers will use their authorized Username and Password.
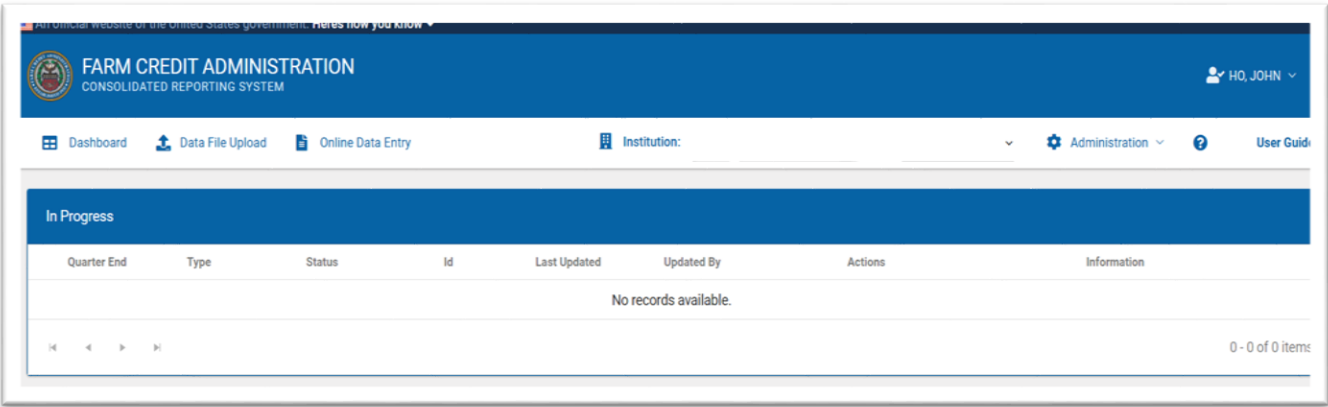
3. The CRS application will open in the Consolidated Reporting System Dashboard. The application User Guide is available via the button on the right side of the dashboard.

Entering Data

Displayed on the dashboard will be two options to submit Call Report data to FCA.

⚠ **Reminder: Institutions are required to report the March 31, 2023 Call Report data in whole dollars.**

1. Data File Upload ① – Choose this option to upload your Call Report Data File in CSV format.
2. Online Data Entry ② – This option lets you enter data via the online user interface.

Data File Upload

- The following box will appear when selecting "Data File Upload". It will default to the current quarter and set report type to Uniform Call Report. If you wish to submit a supplemental report, use the Report Type dropdown ③.
- NEW FEATURE: The CSV TEMPLATE ① button allows you to download a blank CSV file template for data entry. This is intended to be used as sample file that is in the format used for data uploads. If you open the file in Excel be careful not change the formatting of the columns. Do not save this as an excel formatted file, keep it as a csv formatted file.
- To upload a CSV data file. Click the Choose File ② button and select your CSV file to be uploaded.
- Some users are authorized to submit for more than one institution and will have to ensure the appropriate institution has been selected from the dashboard.
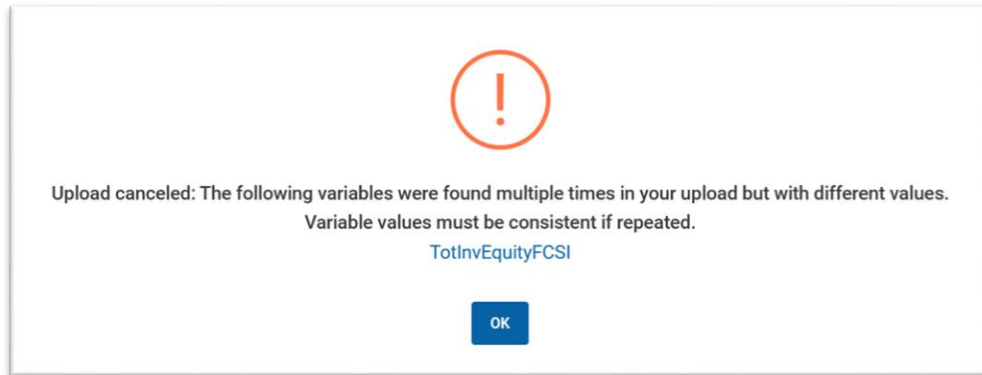- Upload the selected file via the Upload Button ④. The following dialog will be displayed.

- NEW FEATURE: The system now allows for partial uploads. If a submission version already exists for your institution the Overwrite All button ① will overwrite all existing values in the submission. The Replace Specified button ② will replace only the values that are specified in the CSV file. Choose this option if you have a partial file (e.g. a single schedule) and wish to keep the other data intact.

- NEW FEATURE: Based on feedback, we've implemented a feature to ignore variables that are not applicable to your data submission (such as reserved and fixed-value variables). If your upload contains these, you will see the following pop-up message:

- Some variables appear in more than one schedule. If you upload a CSV file where a variable appears more than once with different values, you will receive an error message. Please ensure the variables have the same values and re-upload the file.

Upload canceled: The following variables were found multiple times in your upload but with different values. Variable values must be consistent if repeated.

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OK

Online Data Entry

- If you select the Online Data Entry option from the dashboard, this screen will appear, it will default to the current quarter and Uniform Call Report. Press the Start button to continue.

Online Data Editor:

- The Online Data Editor allows you to enter and edit data via the CRS Data Entry interface.
- You may switch schedules via the Schedules ④ button.
- Edit addendums via the Edit Addendum button ①.
- Download all data as a csv (and work offline via the CSV) with the CSV ③ button.
- The Save button ② saves your current work, remember to save your work often to not lose any progress.

To get more information on a variable, we have built a Variable Details window, press the highlighted [Details] button to toggle it on or off.

There are a few view options in the upper right: A Pin toggle ① , and a window expand option ② .

The Expand icon makes the window larger (useful for variables with long, detailed instructions):

The Pin icon keeps the Variable Information Display panel visible on the screen.

The In Progress section

- The CRS Dashboard lets you review the current status of your submission. This appears after you have either initiated an online data entry submission for the selected quarter or uploaded a csv file.
- The current status of the submission is described by the Icon listed under status, if there is a validation error, clicking on the [Failed] ② button will display an error report.
- You may view a log of submission (if there are more than one) by pressing on the + ① icon. Details on the submission log are discussed later in this user guide in the submission log section.
- The [Open] ③ button will open the submission in the CRS Online Data Editor.
- The [Validate] ④ button will run the validation checks for the submission.
- The [Remove] ⑤ button will remove the submission from our system, please make sure this is what you intend to do before removing it. Keep in mind you can always download a csv file with all your

data at any time with the [Latest CSV] ⑦ button. This NEW FEATURE will also let you work offline on the csv file for data entry if you wish.

- Manage addendums via the Manage Addenda button ⑥.
- The [PDF] ⑧ button will allow you to view the submission in a print friendly PDF format.

UPDATED NEW FEATURE: Totals that are listed in the PDF sent out on May 22nd can now be calculated by the system by pressing the Calculate Totals button accessible from the online editor as shown below: Press the Save button after to save the updated values.
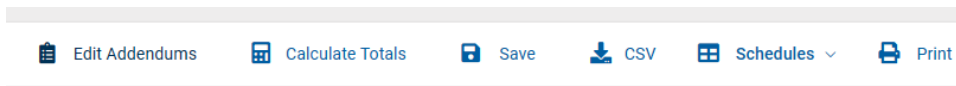
or the validation error report (show below).
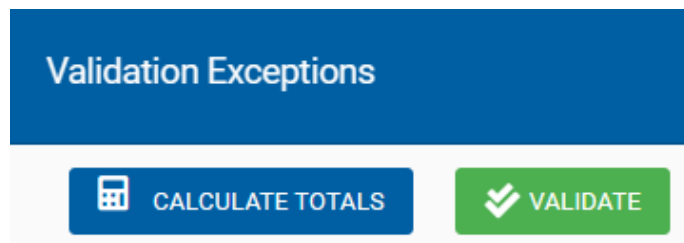
Note: The calculation button will overwrite existing values.

Validating your submission

- Running a validation check will return either a "Validated" or "Failed" status in the In Progress section.
- After any change, whenever the Validate button is clicked a new "snapshot" of the submission is created, which allows users to compare the changes to earlier versions.
- Note: The Validate button will only validate based on the current data in the submission.

Validation Status

- A "Failed" status is a result of data not passing all validation checks. You may bring up the validation exception report either:
  - From the dashboard, pressing the [Failed] status button.
  - From a schedule, click the exception indicator following the title.

- The validation exception report shows validation errors by schedule which are listed on the left side of the report.
- Within a schedule, each error is described in the center screen, you may toggle the instructions for the variable by clicking on the blue "toggle instructions" text ④.

- If the error is an addendum error, you may directly enter your addendum explanation by clicking the [Edit Addendum] button ③.
- After clicking the Edit Addendum button, you will see a rich text editor where you may edit your addendum. Hit [SAVE] to save your addendum explanation for that variable.

- NEW FEATURE: Variable Quick-Edit from the exception screen. To quickly change a variable value without leaving the exception report, click the [EDIT] button ② to bring up the following value edit screen. The rule is shown along with each variable's value, which you can edit by clicking on the variable you wish to edit ①. After you made changes to the variable value, click on the [Save] button ② to save the new variable value.

- You may re-validate the entire submission by pressing on the [Validate] button ④. Since each validation creates a new "snapshot", we recommend that you make as many corrections as possible for the validations errors prior to re-validating the submission whenever possible to avoid cluttering up the submission log.
- Mousing over the variable names in blue ③ will show some additional details for that variable.
- Clicking on the variable names in blue ③ will take you out of the Exception Report to the corresponding schedule in the CRS Online Editor.

- At any time, you may choose to download the latest CSV from the dashboard. If there are exceptions, they will be included in the CSV to help you identify and troubleshoot issues offline. You may resolve the issues by:
  - making the changes in the CSV file and re-uploading,
  - using the Online Data Editor, or
  - the Exception Report quick-edit feature.

Entering Addenda

- To view and/or edit addenda, press the [Edit Addendum] button from the CRS Data Editor or from the Dashboard. This feature lets you review all addenda for all variables.

NEW FEATURE: Version Log: Each time a submission is validated, a "snapshot" of that submission is saved. You can compare the differences between two versions by checking the corresponding boxes, then pressing the [Compare] button ①. The [CSV] button ② allows you to download any revision in the Call Report CSV format.

After pressing [Compare], you will see a comparison screen like the following. This is a new feature that we are working on and is not yet functionality-complete. As always, feedback on this or other features are appreciated.

Compare Snapshots

Schedule	Variable	#1891 By Ho, John 4/26/2023 4:34 PM	#1892 By Ho, John 4/26/2023 4:36 PM
RC	acrscon	1234567	0
RC	ntrecofci	123456	0
RC	ontrec	2000000	0

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When All Validation Errors have been addressed, the submission will have the "Validated" status and the certify button appears.

In Progress

Quarter End	Type	Status	Id	Last Updated	Updated By	Actions	Information
+ ⬆ 2023-03-31	Call Data	Validated	4443	4/26/2023	Ho, John	OPEN CERTIFY REMOVE MANAGE ADDENDA	Latest CSV PDF Docs

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Printing

You can print Call Report schedules by selecting the [PDF] button to download a print friendly PDF file. Users may include all schedules ①; exclude all schedules ②; include specific schedules ③; or exclude specific schedules ④ to print.

Troubleshooting

If something seems to be "spinning" longer than expected or appears as an empty window, try hitting the refresh button on your browser and trying again.